**Northern Education Trust**

Post: Bridge Manager

**PERSON SPECIFICATION**

|  |  |  | **Assessed by:** | |
| --- | --- | --- | --- | --- |
| **No** | **Categories** | **Essential / Desirable** | **App Form** | **Interview / Task** |
| **QUALIFICATIONS** | | | | |
| 1. | 5 GCSEs or equivalent, including English and Maths | E | ✓ |  |
| 2. | Willingness and ability to obtain and/or enhance qualifications and training for development in the post | E | ✓ |  |
| 3. | Evidence of continuous professional development and training | D | ✓ |  |
| **EXPERIENCE** | | | | |
| 4. | Experience of working in an education environment with young people with specific difficulties and vulnerabilities | E | ✓ | ✓ |
| 5. | Experience and knowledge of issues affecting students and young people and how to offer supportive assistance | E | ✓ | ✓ |
| **ABILITIES, SKILLS AND KNOWLEDGE** | | | | |
| 6. | Excellent communication and listening skills | E | ✓ | ✓ |
| 7. | Ability to support students with their work and to develop programmes of work that will develop self-esteem and confidence | E | ✓ | ✓ |
| 8. | Ability to respect and maintain confidentiality | E | ✓ | ✓ |
| 9. | High level experience of using Microsoft Office packages, including word processing, e mail and excel | E | ✓ | ✓ |
| 10. | Efficient and effective organisational skills | E | ✓ | ✓ |
| 11. | Ability to relate to students in a pleasant manner and recognise potential safeguarding issues | E | ✓ | ✓ |
| 12. | Understanding of academy safeguarding procedures | E | ✓ | ✓ |
| **PERSONAL QUALITIES** | | | | |
| 13. | A strong commitment to the Trust values and ethos | E | ✓ | ✓ |
| 14. | Commitment to support the Trust’s agenda for safeguarding and equality and diversity | E | ✓ | ✓ |
| 15. | A flexible approach and string work ethic | E | ✓ | ✓ |